

Enrolment Policy

Introduction

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

This policy has been developed with reference to Enrolments of Students in Government Schools: A Summary and Consolidation of Policy August 1997.

General Principles Governing Enrolment

A student is considered to be enrolled when he or she is placed on the admission register of a school. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend. School local areas are determined by the Department of Education through a process involving consultation between the Properties Directorate and the Directors of Public Education

No person will be discriminated against enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Cap

Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school may or may not have the capacity to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take.

At Tuntable Creek Public School we have two permanent classrooms and therefore our enrolment cap is 51 students.

Enrolment Buffer

Within a school's enrolment cap, a number of enrolment places (the buffer) must be kept aside for local students who may enrol during the year. For this reason, a school will not accept non-local students once they reach their buffer, unless there are exceptional circumstances.

Based on historical enrolment trends, the school's buffer is currently set at 47 students.

Enrolment appointments

Local Enrolment Applications

A student whose address falls within the designated intake area will be entitled to enrol at Tuntable Creek Public School in accordance with the policies of the NSW Department of Education and Training. Proof of residence is required to substantiate the application.

As parents and caregivers you will need to bring these documents to the appointment with the school:

For children **already enrolled in a NSW public school** we only require:

- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

If your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of your child's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable).

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday.

Documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. The enrolment of eligible children in the Kindergarten year is to commence within the first week of the school year. The principal is to ensure that enrolments proceed as quickly as possible in a manner which is in the best interests of the incoming children.

Whilst it is the intention that children be enrolled at the beginning of the year, parents who choose to enrol eligible children after the beginning of the school year may do so, up to the end of Term 2.

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment in schools, pre-schools and child care centres. Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Non-local enrolments

Criteria for selecting non-local enrolment applications:

Applications for non- local enrolments will be considered when there are places available in the school. The enrolment is not to create the need for additional staff and accommodation under any circumstances.

Criteria could include factors such as (criteria are not listed in a priority order):

- * proximity and access to the school
- * siblings already enrolled at the school
- * student welfare/wellbeing interests
- * safety and supervision of the student before and after school
- * compassionate circumstances
- * structure and organisation of the school.

The principal will ensure that the established criteria are applied equitably to all applicants.

Enrolment of Non –Australian Citizens

Non - Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA). Non – Australian citizens holding a temporary visa are subject to specific enrolment conditions. All enrolments of students on temporary visas are to seek authorisation via the Temporary Visa Holders Unit. Approval by the unit and sighting of original documentation must be submitted with the application to enrol.

The Enrolment of Siblings

It is important to note that if this school enrolls an out-of-area student, it DOES NOT guarantee the future enrolment of his or her siblings. If at the time we are not near the buffer, siblings should be able to be enrolled. If the school is nearing its buffer, the enrolment panel will consider the enrolment, with priority given to them. If the school has reached its enrolment cap it will not be able to accept non-local enrolment applications unless there are exceptional circumstances.

It is important to reiterate that the enrolment cap does not impact on the number of local students that can be enrolled at our school. Tuntable Creek Public School will continue to enrol students who live in our local intake area, regardless of the school's cap status.



